

To: Clarke, Deirdre[clarke.deirdre@epa.gov]; VonDemHagen, Rebecca[VonDemHagen.Rebecca@epa.gov]
From: Cyran, Carissa
Sent: Mon 12/5/2016 7:26:11 PM
Subject: FW: Submissions for Administrator's Report (12/9-12/18)
Draft Weekly Administrator's Report 12 2 16 w comments.docx

Hi ladies, I hope you had a great weekend! Kristien needs blurbs by 4:00 today. I believe you had two for this report – one on Energy Star Awards in NYC and another on GHG reporting.

Thank you in advance for your help!

Carissa

From: Knapp, Kristien

Subject: Submissions for Administrator's Report (12/9-12/18)

Good morning –

Please send any new items and delete/edit/update old ones for the reporting period from this Friday, December 9 through Sunday, December 18 by COB today. Please send your submissions to me and Eileen Naples; she will be compiling, editing, and distributing the report this week.

Attached is our last draft report, with comments.

Thanks,

Kristien

Kristien Knapp

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